



## **VOLUNTEER RIGHTS AND RESPONSIBILITIES**

### **As a volunteer it is your responsibility to:**

- ◆ Accept a job position that is suitable to your skills and ability.
- ◆ Fulfill your time commitment by reporting on time and staying for your scheduled shift.
- ◆ In cases of emergency or illness notify your supervisor and/or Volunteer Coordinator early enough that a substitute can be found if needed.
- ◆ Use time wisely and do not interfere with the performance of others.
- ◆ Abide by the appropriate Dress Code. Volunteers are required to wear their badges.
- ◆ Be considerate, respect the competencies of others and work with the staff and other volunteers.
- ◆ Accurately record the total hours you have worked (to the nearest ¼ hour).
- ◆ Adhere to library rules and procedures.
- ◆ Uphold Volunteer Code of Rules and Ethics.
- ◆ Notify the Volunteer Coordinator if you plan to terminate your duties as a volunteer.
- ◆ Always be respectful and polite to all patrons and staff.
- ◆ Perform the duties that have been assigned to you to the best of your abilities.

### **As a volunteer it is your right to:**

- ◆ Be provided orientation, training and staff coordination for the job you accept.
- ◆ Expect that your time will not be wasted by lack of planning or coordination.
- ◆ Know whether your work is effective and how it can be improved.
- ◆ Be given appropriate recognition of your contributions.

### **The Library has the responsibility to:**

- ◆ Use volunteers to extend services so more can be done without displacing paid workers.
- ◆ Define volunteer positions that are available and positions that may commensurate with your abilities
- ◆ Give you the same careful attention as a paid employee and assign you a staff member.
- ◆ Provide orientation and training to increase your skills.
- ◆ Give volunteers the same courtesy as other staff members.
- ◆ Provide appropriate informational mail and updates on new procedures.

### **The Library has the right to:**

- ◆ Decline acceptance of a prospective volunteer if the person seems unsuitable for the position, and to refer him/her to alternative volunteer opportunities with other institutions.
- ◆ Know that you will fulfill your assignment as agreed upon or you will notify staff in advance when you cannot.
- ◆ Expect you to ask for a change in job position if it is too demanding or not meeting your expectations.
- ◆ Release a volunteer after two unscheduled absences.